REQUIRED TRAINING FOR STATE ASSESSMENTS

This document contains training requirements for district and school test coordinators and test administrators for the 2021-22 Rhode Island State Assessments.

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
SEPTEMBER				
ACCESS for ELLs/Alternate ACCESS	Test Administrator Training Courses available	9/8/2020	**Description:** Each educator who will administer any ACCESS for ELLs test is required to complete these courses before being allowed to administer the test. Training courses are available through the WIDA Secure Portal.	*No registration required.*
All Tests	Monthly Test Coordinator Webinar	9/15/2021	**When:** 10:00 - 11:00	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc
DLM	District Test Coordinator Training recordings available	9/30/2020	Go to www.ride.ri.gov/assessment-manuals for links to modules and to access the *RI Guide to Required Training for DLM.*	*No registration required.*
DLM	Test Administrator Training Modules available	9/30/2020	These modules are required for any educator who will administer the DLM assessments. Go to www.ride.ri.gov/assessment-manuals to access the *RI Guide to Required Training for DLM* to help you plan for test administrator training.	*No registration required.*
OCTOBER				
All Tests	Monthly Test Coordinator Webinar	10/20/2021	**When:** 10:00 - 11:00am	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc
NOVEMBER				
All Tests	Monthly Test Coordinator Webinar	11/17/2021	**When:** 10:00-11:00am **AGENDA TOPICS:** • ***Test Administrator Core Presentation.*** Test Coordinators are required to give this presentation to test administrations in addition to ensuring that all TAs meet the test-specific training requirements outlined in the back of this document. • **SAT and PSAT 10:** High-level review of accommodations and the process to enter them into the SSD Online platform.	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
DLM	Eligibility for Alternate Assessments and One Percent Webinar	11/18/2021	**When:** 11:00-12:00pm **Description:** This webinar will discuss how to make eligibility determinations for the alternate assessment using evidence and data. It will also include strategies for collecting and looking at data. We will also discuss the One Percent Rule and data from the last two years. This webinar is for district special education directors, LEA representatives, special education teachers, and other educators involved in making eligibility decisions for alternate assessments.	Link to registration, recording, presentation, and materials: www.ride.ri.gov/dlm
DECEMBER				
ACCESS for ELLs	ACCESS for ELLs Test Coordinator Training	12/1/2021	**When:** 10:00-12:30 **Description:** This webinar will be split into three sections: 1. Policies and procedures applicable to all state assessments and those required when administering the Alternate ACCESS and ACCESS for ELLs assessments. 2. In-depth look how to prepare for the Alternate ACCESS and ACCESS for Els assessments including common mistakes and irregularities. 3. Accommodations for Alternate ACCESS and ACCESS for ELs assessments. This is required training for all district and school test coordinators, and EL directors involved with preparing for and administering the ACCESS for ELs tests.	**Use this link to register:** https://register.gotowebinar.com/register/1578261398929037326 **Use this link after Dec. 1** to access the recording, presentation, and materials: www.ride.ri.gov/assessment-training
NAEP	Overview of NAEP	12/1/2021	**Where: www.ride.ri.gov/tc** **Description:** Provides a general overview of the 2022 NAEP assessments and provides some context as to how schools are selected for NAEP. NAEP activities and task responsibilities will be reviewed.	*No registration required.* Video will be posted on or before Dec. 1, www.ride.ri.gov/tc
SAT and PSAT10	All About Accommodations – SAT/PSAT 10 Webinar	12/9/2021	**When:** 10:00-11:30am **Description:** Review accommodations and the process to enter them into the new, redesigned SSD Online platform for Rhode Island SAT School Day and PSAT 10.	**Updated 10.22:** Use this link to register: All About Accommodations – SAT/PSAT 10 Webinar
All Tests	Monthly Test Coordinator Webinar	12/15/2021	**When:** 10:00-11:30am **AGENDA TOPICS:**	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
			• **State Policies and Procedures Training.** This required training will cover all state policies and procedures that test coordinators must know as part of preparing for any of the RI state assessments.	
JANUARY				
All Tests	Monthly Test Coordinator Webinar	1/19/2022	**When:** 10:00-11:30am **AGENDA TOPICS:** • **State Policies and Procedures Training.** This will be a duplicate of the December presentation. It is required training for test coordinators so please attend if you missed the December meeting. This presentation will cover all state policies and procedures that test coordinators must know as part of preparing for any of the RI state assessments.	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc
RICAS	Test Administrator Training Modules available	January	**Description:** Each educator who will administer RICAS is required to complete these modules before being allowed to administer the test.	*No registration required.*
FEBRUARY				
RICAS, NGSA	Accommodations for RICAS and NGSA	2/3/2022	**When:** 10:00-11:30am **Description:** This webinar will cover accommodations and accessibility features for students with disabilities and MLL/ELs for the RICAS and NGSA assessments.	**Use this link to register:** https://register.gotowebinar.com/register/8147225449356040718
NGSA	Test Coordinator Training for NGSA	2/2/2022 or 2/10/2022	**When:** • **OPTION 1 [WEBINAR]: February 2 (8:30 - NOON).** This webinar is for anyone who administered the NGSA tests last year. Test coordinators who are new to administering NGSA should register for the in-person session. This session will not cover accommodations. Register for the *Accommodations for RICAS and NGSA* webinar on Feb. 3. • **OPTION 2 [IN PERSON; New test coordinators only]: February 10 (1 – 4:30PM).** This session will be an in-depth training for school and district test coordinators new to NGSA. Registration is limited to 30 participants.	*Register for ONE of these sessions:* • Option 1: Registration for webinar on Feb. 2. • Option 2: Register for in-person training Feb. 10.

			If you administered the NGSA last year, please register for the webinar session. This session will include accommodations. **Where:** TBD. **Description:** This training will cover the policies and procedures required when administering the NGSA assessments. This training is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.	
RICAS	Test Coordinator Training for RICAS	2/2/2021 or 2/10/2021	**When:** • **OPTION 1 [WEBINAR]: February 2 (1:00 – 3:30PM):** This webinar is for anyone who administered the RICAS tests last year. Test coordinators who are new to administering RICAS should register for the in-person session. This session will not cover accommodations. Register for the *Accommodations for RICAS and NGSA* webinar on Feb. 3. • **OPTION 2 [IN PERSON; New test coordinators only]: February 10 (8:30 - NOON).** This session will be an in-depth training for school and district test coordinators new to RICAS. If you administered the RICAS last year, please register for the webinar session. This session will include accommodations. **Where:** TBD. Registrants will be emailed the location details of the in-person training once they are finalized. **Description:** These trainings will cover the policies and procedures required when administering the RICAS assessments. This training is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.	*Register for ONE of these sessions:* • Option 1: Registration for webinar Feb. 2. • Option 2: Registration for in-person Feb. 10.
NGSA	Test Administrator Certification Course	2/1/2021	This training course is required for anyone involved in administering the NGSA tests.	*No registration required.* Use your login for the TA Interface to access the Test Administrator Certification Course.
RICAS	Test Coordinator Training Modules	2/1/2021	There are a variety of online modules on specific tasks like how to order materials and updating accommodations, conducting an infrastructure trial, creating sessions, how to move students between sessions, etc., to supplement the in-person test coordinator workshops.	*No registration required.*
All Tests	Monthly Test Coordinator Webinar	2/16/2022	**When:** 10:00 - 11:00AM	Link to recording, presentation, and materials: www.ride.ri.gov/tc

RHODE ISLAND STATE ASSESSMENT TRAINING CALENDAR – 2021-22					
RICAS, NGSA	Accommodations for RICAS and NGSA	2/16/2022	**When:** 1:30 - 3:00PM **Description:** This webinar will cover accommodations and accessibility features for students with disabilities and MLL/ELs for the RICAS and NGSA assessments.		**Use this link to register:** https://attendee.gotowebinar.com/register/1009489534183741710
DLM	Test Coordinator Training for DLM	2/17/2021	**When:** 1:00 – 3:00PM **Where:** Online **Description:** This training will cover the policies and procedures required when administering the DLM alternate assessment. This training session is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.		**Use this link register:** https://attendee.gotowebinar.com/register/4557553083877229838
MARCH					
SAT and PSAT10	Test Coordinator Training Modules	3/2/2022	**When:** 3/2/2022 **Description:** Required online training modules for administering SAT and PSAT 10. If test coordinator/SSD coordinator attended both training sessions in March, that counts for completing the training requirement and Test Coordinators/SSD Coordinators do not need to complete the online training modules.		*No registration required.* Use your College Board Professional Account to access the SAT and PSAT 10 Online Modules.
SAT and PSAT10	Hall Monitor and Proctor Training Modules	3/2/2022	**When:** 3/2/2022 **Description:** Required online training modules for administering SAT and PSAT 10 for test administrators and proctors.		*No registration required.* Use your College Board Professional Account to access the SAT and PSAT 10 Online Modules.
SAT and PSAT10	SAT and PSAT 10 Test Coordinator Webinar **UPDATED INFORMATION**	3/14/2022	**When:** Mon, March 14, 1pm – 3pm **Description:** Participants will learn how to use TIDE and administer the SAT and PSAT 10. Information presented about TIDE, including assigning accommodations, assigning testing rooms, starting and stopping testing, and conducting digital pre-administration sessions. Also will include troubleshooting common technical issues and other key dates and milestones. Includes a live Q&A at the end of presentation with RIDE and College Board staff.		Link to registration: https://collegeboard.zoom.us/webinar/register/WN_L8SdRtJOQAeoYEKn5jMrow
SAT and PSAT10	Preparing for Digital Administration of the SAT and PSAT 10	3/16 or 3/17/2021	**When:** *Attend one session. Training Requirements for SAT and PSAT 10 at the end of this document.* • **OPTION 1: [IN-PERSON]** March 16 (10:30AM – Noon)		*Register for ONE session:* Preparing for SAT and PSAT 10 Administration

			• **OPTION 2: [IN-PERSON]** March 17 (10:30AM – Noon) **Where:** TBD. Registrants will be emailed the location details of the in-person training once they are finalized. **Description:** Using TIDE and Administering the SAT and PSAT 10. Participants will receive hands-on training in the TIDE system. The TIDE online test delivery system is used to assign accommodations, assign testing rooms to students, to start and stop testing, and conduct digital pre-administration session. Participants will also learn how to trouble shoot common technology problems.	
All Tests	Monthly Test Coordinator Webinar	3/16/2022	**When:** 10:00-11:00am	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc
DLM	Essential Elements Mini-Maps and Score Reports **UPDATED INFORMATION**	3/14/2022	**When:** • **Option 1:** 8:30 -11:30AM or • **Option 2:** 12:30 – 3:30PM **Description:** The Essential Elements (EEs) are the alternate achievement standards measured by the Dynamic Learning Maps (DLM) alternate assessments in reading, math, and science. This webinar will build participant understanding in what the Essential Element alternate achievement standards are, how to use the Essential Element mini-maps to develop instructional plans and develop IEP goals, instructional resources aligned to the Essential Elements, and how to use the DLM student report to understand students' achievement toward meeting the Essential Elements. **When considering whether to register for the webinar, please note that:** • this webinar will not cover how to deliver the DLM assessment and is not a replacement for test administrator training. • each participant must complete the DLM test administrator training course before the webinar. • the webinar link will be emailed shortly before the start of each session only to registered participants.	*Register for ONE session:* https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1829
APRIL				
All Tests	Monthly Test Coordinator Webinar	4/20/2022	**When:** 10:00-11:00am	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc

MAY				
All Tests	Monthly Test Coordinator Webinar	5/18/2022	**When:** 10:00-11:00am	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc

Test Coordinator and Test Administrator Training Requirements

Each assessment in the RI State Assessment Program (RISAP) has a different set of requirements in order for test coordinators to prepare and coordinate that particular assessment. Assessment-specific training requirements for each test are given below.

In addition to preparing tasks, test coordinators are responsible for ensuring all test administrators are trained to give the tests appropriately. Training requirements and important links are included in the back of this document as well.

All Tests

The Assessment Office at RIDE hosts monthly test coordinator webinars that cover anything related to state assessments, answers questions, and provides clarification on policies or procedures. These monthly meetings have become a staple in preparing for state assessments. Additionally, we will be covering many of the policies that affect all our state assessments during these meetings in order to keep the test-specific trainings shorter. The monthly meetings are recorded and posted at www.ride.ri.gov/tc.

☐ **State Policies and Procedures.** This training will be given twice and covers the RISAP general policies and procedures for all state assessments to be given in that district/school.

ACCESS for ELLs / Alternate ACCESS for ELLs

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Before you begin:

- **Get a WIDA Secure Portal account.** Test Coordinators and test administrators must have a WIDA Secure Portal account before any training can take place. If you are a district test coordinator who needs an account in the WIDA Secure Portal, contact flavia.moleabaker@ride.ri.gov. Test Administrators must contact their district EL/MLL coordinator director, district testing coordinator, or the WIDA help desk (help@wida.us or 866-276-7735) for accounts.
- **Get a WIDA Assessment Management System (AMS) account.** Test Coordinators and test administrators must also have a WIDA AMS account to administer the tests. If you are a test coordinator who needs an account in the WIDA AMS, contact DRC Customer Service (wida@datarecognitioncorp.com or 855-787-9675). Test Administrators must contact their district EL/MLL coordinator director, district testing coordinator for WIDA AMS accounts.
- **Download the WIDA ACCESS for ELLs and Alternate ACCESS for ELLs checklists.** These checklists will help you keep track of tasks required for a successful administration of the ACCESS assessments: www.ride.ri.gov/assessment-manuals or https://wida.wisc.edu/memberships/consortium/ri.

Test Coordinator Required Training

☐ **ACCESS for ELLs Test Coordinator Training:** This RIDE-hosted webinar is for anyone involved with planning the ACCESS for ELLs or Alternate ACCESS for ELLs assessments.

Test Administrator Required Training

☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.

☐ **ACCESS training courses**. Anyone administering the ACCESS for ELLs or Alternate ACCESS for ELLs must complete the training course and successfully pass the online quiz every three years. Any test administrator who will be scoring a Speaking domain, must recertify annually. You can access the training courses after you have a WIDA Secure Portal account here: WIDA Secure Portal.

Dynamic Learning Maps (DLM) Alternate Assessment

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Before you begin: Test Coordinators and test administrators must have their own Kite Educator Portal accounts before any training can take place. If you are a test coordinator who needs an account in the Kite Educator Portal, contact heather.heineke@ride.ri.gov. Test Administrators must contact their district special education director or district testing coordinator for accounts.

Test Coordinator Required Training

☐ State Policies and Procedures Training for High Schools or Elementary and Middle Schools
☐ Test Coordinator online training modules

Test Administrator Required Training

☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.

☐ **Rhode Island Guide to Required Training**. (www.ride.ri.gov/assessment-training) All training requirements for test administrators, and directions for logging in to the Moodle site, are included in the Rhode Island Guide to Required Training.

RI Comprehensive Assessment System (RICAS)

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Test Coordinators and test administrators must have their own PearsonAccess^{Next} (PAN) account. All training for RICAS will happen outside the PAN system but you can't administer the test unless you have an account for this site.

Before you begin:

- **Get a PearsonAccess^{Next} (PAN) account.** Test coordinators and test administrators must have a PearsonAccess^{Next} account to complete accommodations set-up for students, create rosters, and complete other important tasks before testing can begin. Test administrators who need an account in PAN must contact their school test coordinator to request an account be created for them; school test coordinators who need accounts should contact their district test coordinator; and district test coordinators who need accounts should contact the RICAS Service Center (ricasservicecenter@cognia.org or 855-222-8936).

- **Download the following documents** from www.ride.ri.gov/assessment-manuals or ricas.pearsonsupport.com.
    ☐ Test Coordinator Manual
    ☐ Test Administrator Manual. Test coordinators must make sure that all test administrators have a manual.
    ☐ PearsonAccess^{Next} (PAN) User Guide

Test Coordinator Required Training

☐ **State Policies and Procedures Training for Elementary and Middle Schools**

☐ **RICAS Test Coordinator Training** (either in-person if you are a new test coordinator or webinar if you are a returning test coordinator)

☐ **Online Modules for Test Coordinators:** Test coordinators must watch all of the videos on preparing for and administering the RICAS assessments in order to properly train and support test administrators and to ensure successful problem-solving. All videos can be found at ricas.pearsonsupport.com.

Test Administrator Required Training

☐ **Test Administrator Core Training for Elementary and Middle Schools:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.

☐ **Online Modules for Test Administrators:** Test administrators must watch the following videos on preparing for and administering the RICAS assessments. All videos can be found at ricas.pearsonsupport.com.

  o Accessibility and Accommodations Module
  o Infrastructure Trial for Test Coordinator/Test Administrator Module
  o Moving Students Between Sessions Module
  o Resolving Incorrect Accommodations During Testing
  o Sessions Management Module

Next Generation Science Assessment (NGSA)

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, and presentation recording links can be found on the preceding pages.

Before you begin:

• **Make sure you have an account for the TA Interface.** Accounts from previous years are still active. If you forgot your password, select *Forgot Your Password?* on the login screen.
  If you are new to NGSA and need an account, test administrators should contact their school testing coordinator; school test coordinators contact their district test coordinator; and district administrators should contact the Help Desk at 866-757-9437 or rihelpdesk@cambiumassessment.com.

Test Coordinators Required Training

☐ **State Policies and Procedures Training for High Schools** *or* **Elementary/Middle Schools**

☐ **NGSA Test Coordinator Training.** There are in-person and webinar options available.

☐ Test Administrator Certification Course for NGSA Test Delivery System (TDS)

Test Administrator Required Training

☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.

☐ **Test Administrator Certification Course for NGSA Test Delivery System (TDS):** The certification course is required for anyone involved in administering any part of the NGSA tests. Test coordinators are responsible for setting up new test administrators with accounts in the TA Interface.

PSAT 10 and SAT School Day

Training requirements below are given for returning test coordinators, new test coordinators, and test administrators. All training dates, registration links, and presentation recording links can be found on the preceding pages.

Before you begin:

- Test Coordinators and proctors must have their own College Board Accounts. See www.ride.ri.gov/sat for instructions on creating an account if you don't already have one.

Returning Test Coordinator Required Training

☐ State Policies and Procedures Training

☐ Online test coordinator modules: Access through the CollegeBoard Training Site (www.collegeboard.org/ptat)

☐ TIDE online training modules: Access through the CollegeBoard Training Site (www.collegeboard.org/ptat)

New Test Coordinator Required Training

☐ State Policies and Procedures Training

☐ Rhode Island Digital Training (in-person)

If a new test coordinator cannot attend the in-person training, they must view the online modules:

☐ Online test coordinator modules: Access through the CollegeBoard Training Site (www.collegeboard.org/ptat)

☐ TIDE online training modules: Access through the CollegeBoard Training Site (www.collegeboard.org/ptat)

Test Administrator (Proctor) Required Training

☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.

☐ **Proctor online training modules:** Access through the CollegeBoard Training Site (www.collegeboard.org/ptat)